

JOB OPPORTUNITY ANNOUNCEMENT

JOA No. 00-039

Applications should be forwarded to: **DEFENSE DISTRIBUTION CENTER
2001 MISSION DRIVE
NEW CUMBERLAND, PA 17070-5000**

POSITION: Strategic Planning Representative,GS-0301-13

LOCATION: Defense Distribution Center, Office of Strategic Plans, DDC-J5

POC: DDC Personnel Office, New Cumberland, 717-770-5709

OPEN: One-Time

OPENING DATE: 08-09-00

CLOSING DATE: 08-23-00

FINAL CLOSING DATE: 08-23-00

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON THE CLOSING DATE

SPECIAL INFORMATION

☒ TDY required 50 percent of the time.

☐ Position is subject to mobility or rotation

☒ Reassignments/Change To Lower Grade (CLG) applicants must apply against JOA.

Position Sensitivity: Critical

Security Clearance: Secret

(Persons selected for such positions must have or be able to obtain appropriate level of clearance.)

PCS Expenses: Are Authorized

Relocation Services: Will be Considered

☐ Completion of a 1 year supervisory/managerial probationary period are required.

☒ Evaluation and Ranking Criteria: DDC Instruction 1404.4/DLAR 1404.4

Tour of Duty/Shift: Day Shift

☒ Position is a drug testing designated position: all applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment and periodically thereafter.

☐ Conditions of employment:

☐ This position will be filled temporarily NTE 1 year and may be extended for an additional 4 years.

☐ This position will be filled temporarily and may be converted to permanent without further competition.

☐ OF 665 – Ability to Drive Safely must be completed.

☐ Other: .

AREAS OF CONSIDERATION

CURRENT PERMANENT EMPLOYEES:

- | | |
|--|-----------------------------------|
| <input checked="" type="checkbox"/> Federal Wide | <input type="checkbox"/> DLA Wide |
| <input type="checkbox"/> DoD Wide | <input type="checkbox"/> DDC Wide |
| <input type="checkbox"/> Specific Org: | |

AND THOSE WHO ARE:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> VRA Eligibles | <input type="checkbox"/> INTERNAL |
| | <input type="checkbox"/> EXTERNAL |

☒ Reinstatement Eligibles

☒ 30% or More Disabled Veterans

☒ Handicap Eligibles

☒ Others: ICTAP Eligibles (SEE BELOW).

REASONABLE ACCOMMODATION AVAILABILITY: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATION PROCEDURES:

Applicants need to submit either an SF-171, OF 612, resumes or other application format to apply for this position. Applicants submitting resumes or other application formats need to refer to the OF-510 to ensure that all required information has been provided on their application. Previous or current Federal employees also need to provide the highest grade they have held on a permanent basis, date(s) and job title of the position held. Failure to include all required information may result in your loss of consideration for this position. Other applicants may obtain forms by calling (717) 770-5709.

ADDITIONAL REQUIRED FORMS (If Applicable):

- ☐ DD214
- ☐ Proof of 10 Point Preference
- ☒ SF50
- ☒ Last Performance Appraisal/Rating
- ☐ OF-300 (for Supervisory Positions)
- ☐ 1st Level
- ☐ 2nd Level

DESCRIPTION OF DUTIES: Serves as an expert advisor to the DDC Command Group and Corporate Board for the coordination of operational planning and support of the operational Joint Commanders-in-Chief. Responsible for coordinating, developing, and maintaining logistical plans for the operation of Defense distribution in peace, transition and the full spectrum of active operational commitments. Participates in developing and implementing strategic planning

initiatives to include intermediate and long range Defense distribution efforts. Analyzes and modifies short and long range plans, programs, and objectives, recommending major changes to ensure the best possible level of support to the customer. Establishes and maintains relationships with other supply chains to include inventory control points (ICPs), USTRANSCOM, and the supported commanders-in-chief (CINCs) participants to plan and assess Defense distribution requirements and lines of communication (LOC). Provides advice and assistance related to distribution policy, planning, and operations to Defense supply chain customers (all services, commanders-in-chiefs, ICPs, etc.), managers, and operators. Identifies and assesses alternative approaches for meeting supply chain mission requirements. Recommends the development and implementation of new or improved business and management approaches, methods and techniques. Develops process improvements that satisfy requirements. Identifies sources and researches information used to forecast future customer short and long range requirements. On a project basis, researches distribution operations outside the DDC depots, and conducts studies concerning major distribution issues which may result in changes to current procedures and processes, facilities and equipment, availability of funds, utilization of work force, etc. Evaluates management information and operating systems required to manage and track distribution into theaters of operation; and proposes changes to facilitate planning, and to respond quickly and appropriately to rapidly changing operational situations. Implements newly developed stock repositioning procedures to reduce costs and infrastructure and improve customer service. Attends and participates in a variety of management conferences and meetings with high level officials from ICPs, DoD, and other staff representatives of military services and the Joint Staff, as well as representatives of the private sector and foreign government. Serves as DDC liaison for all organizations for planning and actual execution of contingency logistics management missions.

QUALIFICATION REQUIREMENTS: Time-in-grade and time after competitive appointment requirements must be met by closing date. One year of specialized experience is required. This is experience that is directly related to the position being filled and which has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to successfully perform the duties of the position. To be creditable, the experience must have been equivalent to the GS-12 grade level.

EVALUATION PROCEDURES:

All competitive applicants who met basic eligibility will be evaluated using one of the following procedures:

1. Regular Evaluation Procedures will be used when there are more than 10 minimally qualified candidates. Points are awarded for each job element and will range from 1 through 4, with 4 being the highest. Points will be based on experience and training which are documented on your application. Your final score will be determined by averaging the total of all your points awarded: and a final score of 3.0 or higher will be considered "highly qualified" (HQ). Twenty HQ candidates may be referred. If more than 20 HQ candidates exist, a search for a meaningful break between two scores will be accomplished. If a meaningful break of .26 or higher between two scores occurs, all applicants above this break will be referred. If this results in less than 20 candidates being referred, a search for a meaningful break between two scores will continue until at least 20 applicants are referred.

2. Simplified Procedures will be used for GS positions when there are 10 or fewer candidates. No numerical score will be assigned when using this procedure. All candidates who possess the knowledge, skills and abilities (KSA's) of the position will be referred.

All non-competitive applicants (reassignment, change to lower grade, reinstatement and VRA eligibles), who score an average of 2.0 or above on all the job elements will be considered qualified (Q). Non-competitive, Qualified candidates will be referred to the selecting official for consideration without further evaluation.

WG positions require the use of a Screen-Out Element (SOE). Points awarded for this element will range from 0 to 4, with 4 being the highest. Points will be based on experience and training which are documented on your application. All applicants must receive a raw score of 2.0 or above on the SOE in order to be considered minimally qualified for the position(s) being filed.

ALL REFERRED CANDIDATES ARE LISTED IN ALPHABETICAL ORDER. SCORES ARE NOT DOCUMENTED IN THE REFERRAL PACKAGE.

JOB ELEMENTS: When completing your application, include any experience, education, or training you have had, or any awards you have received which would indicate the extent of your knowledge, skills or abilities (KSA's) as they relate to each of the following elements.

1. **KNOWLEDGE OF DISTRIBUTION AND POLICIES.**
2. **KNOWLEDGE OF PEACETIME AND WARTIME JOINT MILITARY COMMAND STRUCTURES.**
3. **ABILITY TO RESEARCH, ANALYZE AND MAKE RECOMMENDATIONS.**
4. **ABILITY TO IDENTIFY AND ANALYZE PROBLEMS AND CONDUCT STUDIES.**
5. **ABILITY TO COMMUNICATE ORALLY (INTERPERSONAL COMMUNICATION).**

ADDITIONAL INFORMATION FOR ICTAP ELIGIBLES: Employees eligible under ICTAP, must be deemed “well qualified” for the position. For this purpose, “well qualified” generally include those applicants whose knowledge, skills and abilities clearly exceed the minimum qualification requirements.

To receive this special selection priority, eligible employees must apply directly to agency for specific vacancies in the local commuting area within the prescribed time frames, attach the appropriate proof of eligibility as described below, and be determined well-qualified by the agency for the specific position.

PROOF OF ELIGIBILITY: Employees may submit the following as proof of eligibility for the special selection priority.

RIF separation notice

Certification of Expected Separation

Other agency certification identifying the employee as being in a surplus organization or occupation.